

# Southern Connecticut State University

## Employment Opportunity

**Please follow the specific application filing instructions at the bottom of this page**

<b>Open to:</b>	The Public	<b>Hours per week:</b>	37.5 Hours
<b>Job Title:</b>	Custodian/Full-time	<b>Salary:</b>	\$30,453.00 Annually
<b>Closing Date:</b>	February 20, 2015	<b>PCN:</b>	54039

Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

### **Minimum Qualifications Required Knowledge, Skill and Ability:**

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

### **Experience and Training:**

Any experience and training which would provide the knowledge, skills and abilities listed above.

### **Special Requirement:**

Incumbents in this class may be required to possess appropriate current licenses or permits.

### **Physical Requirement:**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

### **Working Conditions:**

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a completed state application (CT-HR-12), cover letter, 2 letters of professional recommendations. (State Employees must include their last two performance appraisals) to:

**SCSU**  
**Office of Human Resources**  
**Attn: Ms. Tami LaPlante**  
**501 Crescent Street**  
**New Haven, CT 06515**  
**Or Fax to 203-392-8802**

**NO PHONE CALLS PLEASE**

**Those who do not submit the required documentation will not be considered for this position.**

**An Affirmation Action /  
Equal Opportunity Employer**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.